

# Scheduling Instructions for Boy & Girl Scout Groups



- ❑ **NEW!** this year, scheduling can be done via our online scheduling calendar. This can be accessed under the **Programs Tab** on our website.
- ❑ Our Scout Program topics include: **Basic First Aid , Bicycle Safety, Fire Safety and Severe Weather Safety.**
- ❑ For details about each topic offered, please visit our **new Scout Programs page**, also located under the Programs Tab. We urge you to read through this to determine if the class is appropriate for your group.
- ❑ For Boy and Girl Scout Programs, we **limit our class size to 25.**
- ❑ Please continue reading for instructions about how to navigate our scheduling calendar.
- ❑ Once you access the schedule calendar you must be in WEEK view mode to see the Scout Program appointments on the calendar.

*Thank you for your cooperation!*  
*Frisco Fire Safety Town Staff*

Frisco Fire Safety Town  
8601 Gary Burns Drive  
Frisco, TX 75034



Phone: 972-292-6350  
Email: [safetytown@friscofire.com](mailto:safetytown@friscofire.com)  
Hours: Mon-Fri 8AM –5PM

# HOW TO USE THE SCHEDULE CALENDAR

Use the **MONTH VIEW** option to navigate to desired month needed.

NOTE: This view does not show the Scout Program appointments.

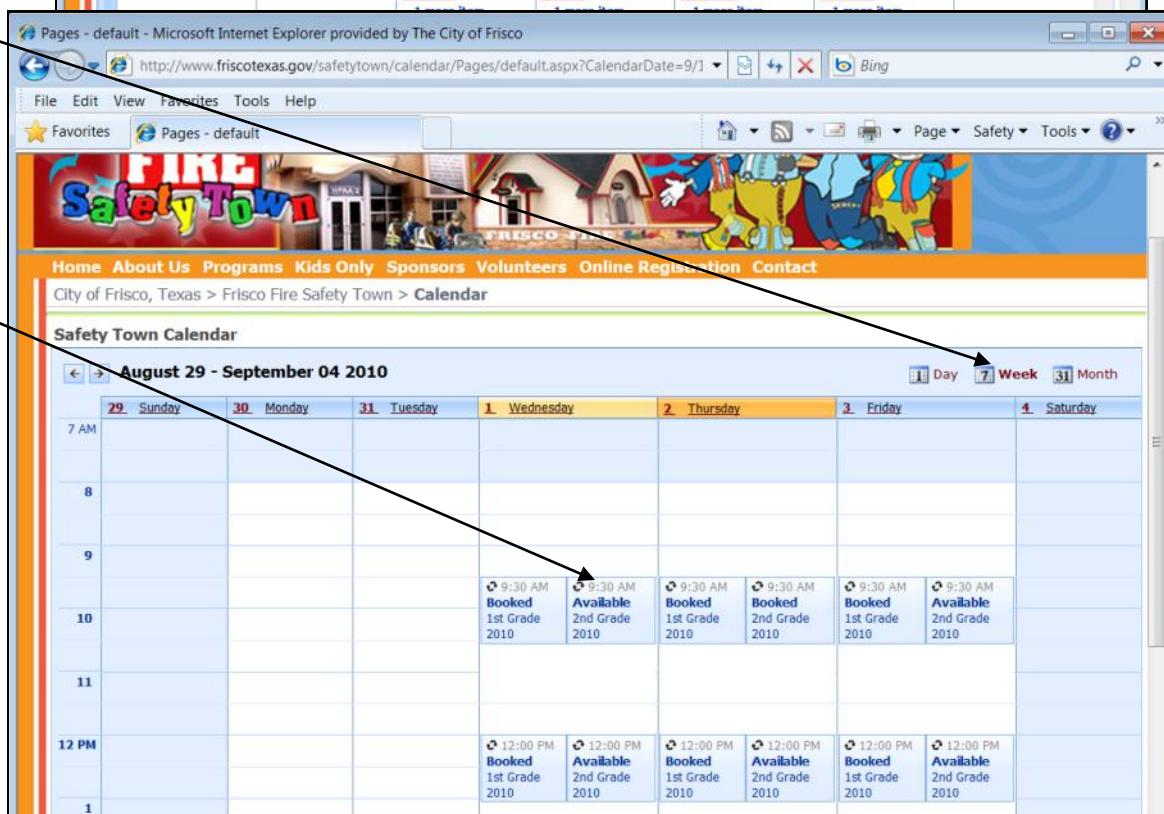
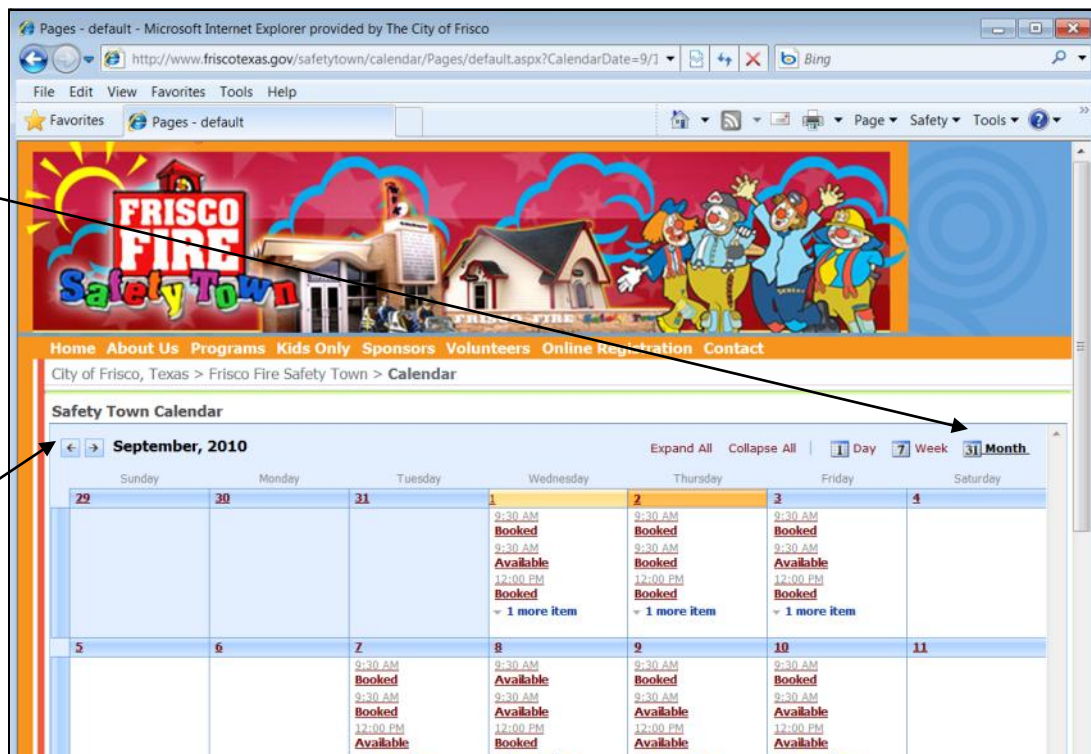
Use the **arrows** to scroll to future/past months.

Once you are on the desired month, switch to the **WEEK VIEW** option which will show the Scout Program appointments on Tuesdays, Wednesdays and Thursdays.

Click on the **AVAILABLE** appointments to access the request form.

You will see a link that reads: **click here for online booking.**

If you get Pop Up messages, Click OK to get through them both.



# HOW TO USE THE SCHEDULE CALENDAR (continued)

## Complete the Request Form.

Be sure to select the appropriate **Date/Time/Class Type**. This information does not carry over from the calendar.

If you are registering for more than the maximum number of kids you will need to book multiple dates (**MAX Kids for Scouts is 25**). Be sure to complete a request form page for each appointment date desired.

Your request form will be sent to us electronically and you will receive an electronic confirmation of that via e-mail. However, **your request is NOT BOOKED until you receive a confirmation e-mail** from Safety Town. Please allow 2 business days for your request to be processed.

If you have any problems during the registration process please feel free to contact Leslie Girdner, Schedule Coordinator at 972-292-6352 or by e-mail at **lgirdner@friscofire.com**.



012Registration - Microsoft Internet Explorer provided by The City of Frisco

www.friscotexas.gov/safetytown/Pages/SafetyTownFISD2012Registration.aspx

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02012Registration

**View Our Online Magazine!**

Frisco Fire Safety Town Online Magazine!!!

**Babe's**

Turn Pages to View More Events turn page

**Contact Frisco Fire Safety Town 972-292-6350**

**How Do I Find You?**

City of Frisco, Texas > Frisco Fire Safety Town > **Safety Town FISD 2012 Registration**

First Name \*

Last Name \*

Organization Name \*

Email Address \*

Phone Number \*

Requested Visit \*

Requested Time \* 9:30AM

Class Type \* Kindergarten

Expected Number of Kids (Limit 45) \*

Expected Number of Adults \*

Special Needs Children? \* ☐ No ☐ Yes

If Special Needs Children, please explain

Requested Visit \*

Requested Time \* 9:30AM

Class Type \*

- Kindergarten
- 1st Grade
- 2nd Grade
- 3rd Grade
- 4th Grade
- 5th Grade
- HS - Intro 911
- HS - Motor Vehicle
- HS - Fire Safety
- HS - Bicycle Safety
- HS - Severe Weather
- Scout - Basic First Aid
- Scout - Bicycle Safety
- Scout - Fire Safety
- Scout - Severe Weather Safety
- Tour
- Other

Expected Number of Kids (Limit 45) \*

Expected Number of Adults \*

Special Needs Children? \*

If Special Needs Children, please explain

Security Code